



# LITIGATION ASSISTANT

## Work with purpose at Duggan McHugh

Duggan McHugh is a trusted employment law firm based in Sacramento, California. We help small and medium-sized businesses navigate complex employment law issues and disputes by providing expert counsel, litigation defense, training, and workplace investigations. We're proud to deliver a first-class experience for our clients and our employees. And we do this by building a culture that delivers on a simple promise: **work with purpose**.

## What you'll bring to our team

We're looking for an Litigation Assistant with 2+ years of litigation experience to join our team. Our ideal candidate is a self-starter, detail-oriented, organized, a skilled communicator, and consistently utilizes strong judgment. You're proactive and take initiative to move matters forward. You demonstrate integrity and a strong work ethic. Described as a culture carrier, you take pride in being a team player, adapting to business needs, and working diligently to get the job done.

The role entails legal calendaring (including motions, discovery, trial limitations, etc.), preparing court filings for state and federal courts, motion practice, drafting and formatting correspondence, new client intake, proficiency in Microsoft Suite (Word, Outlook, Excel, PowerPoint), knowledge of court rules and procedures, demonstrated ability to escalate identified issues, strong sense of urgency and getting things done, and a strong sense of ownership of your role. In addition, COVID-19 vaccination is required (absent accommodations/exceptions).

## Compensation

\$30.00 - \$44.00 per hour based on experience (applicants outside this range are encouraged to apply).

## To Apply

Email a copy of your resume and a cover letter to [admin@dugganmchugh.com](mailto:admin@dugganmchugh.com).

## A rewarding culture & career

Come join a growing, fast-paced law firm that sets you up for success. You'll have a voice at the table and a support system to help you reach your goals. We celebrate achievement and reward our team members for their great ideas, attitude, and teamwork. Employees receive:

Generous PTO and paid holidays

Opportunity for partial remote work

Excellent medical, vision and dental insurance

401(k)

Health Savings Account

Firm-funded Specialty Account for personal travel/vacation related expenses

Continuing education opportunities, membership in professional networks

Positive work environment and merit-based culture

Payment of approved professional development classes & relevant MCLE

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